

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 14-74

3 June 1974

TO : All Training Officers of the Agency

SUBJECT: Agency Sponsorship at Local Colleges and Universities: 1974 Fall Semester

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1974 Fall Semester, except for the Agency Off-Campus Program, should follow the schedule outlined below.

5 August 1974, Monday: Form 136, "Request for Training at Non-Agency Facility," is due in OTR, Room 1036, Chamber of Commerce Building, if a tuition advance is desired. Requests received after 5 August will be handled on a reimbursement basis after approval by OTR and upon the submission of a tuition receipt and Form 264, "Request for Reimbursement." All reimbursements must be approved and certified by the Office of Training.

26 August 1974, Monday: Tuition advances will be disbursed in Room 1E-78 Headquarters, between 1330 and 1530 hours. Accounting instructions will be given at this time.

To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed (e.g., objective, cover status, approving signatures, certification of funds, entrance-on-duty date, etc. Also indicate whether employee is a graduate, undergraduate, or special student, and where applicable, resident or non-resident of State).

Questions on the above may be directed to the OTR Registrar's office, extension

STAT

NOTE: Since registration dates for Howard University, Montgomery College, and Prince George's Community College are prior to the tuition advance date, requests for courses at these colleges will be handled separately.

(Over, please)

ADMINISTRATIVE - INTERNAL USE ONLY

MORI/CDF

ADMINISTRATIVE - INTERNAL USE ONLY

1974 Fall Semester

SCHEDULE--WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>		
On Campus	5-7 Sep	9 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
Agency Off-Campus Program	22 Aug	16 Sep
<u>Catholic University</u>	4-7 Sep	9 Sep
<u>Federal City College</u>	23-27 Sep	30 Sep
<u>George Mason University</u>	27-29 Aug	3 Sep
<u>George Washington University</u>		
On Campus	29-31 Aug	3 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
<u>Georgetown University</u>	3-4 Sep	5 Sep
<u>Howard University</u>	21-22 Aug	26 Aug
<u>Montgomery College</u>	20-22 Aug	26 Aug
<u>Northern Virginia Community College</u>	not yet available	26 Sep
<u>Prince George's Community College</u>	20 Aug	26 Aug
<u>University of Maryland</u>		
On Campus	26-27 Aug	28 Aug
Evening Session	3-6 Sep	9 Sep
Off-Campus (Consult Off-Campus Schedule)	Various	
Pentagon (Consult Off-Campus Schedule)	Various	
<u>University of Virginia</u>		
(Northern Virginia Regional Center)	28 Aug-11 Sep	16 Sep
Agency Off-Campus Program	22 Aug	16 Sep
<u>U.S.D.A. Graduate School</u>	21-28 Sep	30 Sep

ADMINISTRATIVE - INTERNAL USE ONLY